

**CG-08-99**

## **WORKERS' COMPENSATION**

The escalating costs of workers' compensation claims are a concern at every level. I have determined that a multi-faceted approach to improving the White Sands Missile Range experience in this area is necessary and will contribute to the ultimate goal of a safer work place. Toward that end, I am directing the following policies and actions:

a. Management and employee involvement is the most effective tool in reducing accidents and removing hazards. I expect top managers to emphasize prevention and safe work habits and to implement my return to work and rehabilitation policy. I expect all levels of management to review injury reports with an eye toward prevention of similar incidents, when possible. Management will accommodate injured employees through either light duty assignments or by restructuring positions.

b. Claims adjudication and review. A workers' compensation committee is in place to advise me and other levels of command and management on program and policy issues. The committee consists of representatives from the Civilian Personnel, Occupational Health, Safety, and Resource Management offices. It will monitor and review all lost time injuries. It has the authority to interview supervisors, employees and witnesses as necessary. Questionable claims may be referred to Criminal Investigation Command agents for further investigation. The committee does not supplant managers' prerogatives or responsibilities.

c. Return to work and rehabilitation policy. In order to reduce the costs associated with continuation of pay, compensation benefits and lost productive time for injured employees, the following responsibilities are assigned:

(1) Supervisors and Managers.

(a) Enforce safety rules and eliminate hazards as they are identified.

(b) Require, except in emergency situations, that on-post injured employees report to McAfee Army Health Clinic for the initial evaluation of the injury.

© Ensure completion and submission of Form CA-1 to the Civilian Personnel Office and STE Form 1416 to the Safety Office within two (2) working days following the injury.

(d) Investigate all accidents to determine causal effects and recognition of preventive measures in order to prevent recurrence.

(e) Modify jobs or create light duty assignments to accommodate injured employees during recovery.

(2) Civilian Personnel Office.

(a) Identify employees expected to be absent from work for 2 weeks or more due to injuries received on the job.

(b) Provide the Occupational Health Physician (OHP) with appropriate medical documentation from the treating physician for those employees so identified.

© Provide point of contact for employees and liaison for coordinating examination and treatment, and correspondence between the Office of Workers' Compensation Programs (OWCP), private physicians, and the OHP.

(d) Assist supervisors and managers in establishing or modifying light-duty assignments.

(e) Provide quarterly review evaluations to all supervisors and managers of lost time accidents, number of days lost, and dollar cost of continuation of pay and workers' compensation.

(3) Occupational Health Physician.

(a) Evaluate medical status of injured employees expected to be absent 2 weeks or more.

(b) Determine the employee's abilities to either perform their regular duties or assume light-duty assignments.

© Report assessments of employees' abilities through the Civilian Personnel Office to OWCP.

(4) Safety Office.

(a) Assist supervisors and managers in investigating all accidents to determine causal effects and recognition of preventive measures in order to prevent recurrence.

(b) Provide work site checklists for proper identification of hazards or unsafe conditions.

(c) Provide work site and/or classroom instruction for employees, supervisors and managers to help eliminate unsafe conditions or unsafe acts.

(d) Assist supervisors and managers in establishing safety rules and procedures.

I expect, through conscientious performance of these responsibilities, an improvement in the health and welfare of our work force, as well as a significant reduction in lost time accidents and cost of workers' compensation.

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Commanding

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